

The City of Santa Clara



Invites applications
for the position of

ASSISTANT DIRECTOR OF WATER & SEWER UTILITIES

WATER & SEWER UTILITIES DEPARTMENT

Preferred Filing Date:
June 17, 2008



City of Santa Clara
Human Resources Department
1500 Warburton Ave.
Santa Clara, CA 95050

SALARY AND BENEFITS

The Assistant Director of Water & Sewer Utilities annual salary is normally appointed at 85% of Control Point, which is approximately \$122,868. Hiring above that amount may be considered, based on qualifications and years of experience, up to the normal top of the range Control Point of \$144,552. Merit progression above the hiring salary is awarded at the discretion of the City Manager based on outstanding performance. A variety of benefits are available to management employees, including:

Vacation: Completion of 1 to 4 years service - 10 working days vacation per year; completion of 5 to 9 years - 15 working days per year; completion of 10 or more years - 21 working days per year.

Sick Leave: 12 days paid sick leave per year, and a provision for partial cash pay-out of accumulated sick leave upon retirement with 15 or more years' service.

Management Leave: 64 hours per calendar year.

Other Paid Leave: 13 paid holidays per year.

PERS Retirement Plan: California Public Employees' Retirement System (2.7% @55) integrated with Social Security.

Group Insurance: Choice of medical insurance plans is provided through PERS Health Insurance Program. Employees electing health coverage above the Kaiser single rate would be required to pay the premium pre-tax from salary. Dental coverage, long-term disability insurance and \$50,000 basic life insurance are provided. \$700 per year is available for unreimbursed medical expenses or professional development.

Other Benefits: Section 125 Flexible Benefit Plan; Retiree Medical Reimbursement Program for employees who retire from the City with at least ten years of service, and automobile allowance.

To receive first consideration for the screening process, the Human Resources Department must receive completed resume packets no later than 5:00 p.m., Tuesday, June 17, 2008. Resume Packets must include a "Letter of Interest and Intent", salary history (including current fringe benefits), and a detailed resume. You may send resume packets by mail, FAX to (408) 247-5627 or E-mail to humanresources@santaclaraca.gov

Those with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the selection process by contacting the Human Resources Department at (408) 615-2080, or for those who are hearing impaired, call TTY (408) 984-3042.

Only those applicants who show the best combination of qualifications in relation to the requirements and duties of the position will be invited to participate in an oral interview.

Applicants must successfully pass a City background investigation, which may include, in the discretion of the City and/or as required by law, fingerprinting, criminal records search, credit check, DMV record check, workers compensation, academic and employment verification. Any information obtained will be used to determine eligibility for employment in accordance with the law, including but not limited to restrictions regarding employer use of arrest and/or conviction information.

Additional information is available from:

**City of Santa Clara
Human Resources Department
1500 Warburton Ave.
Santa Clara, CA 95050
www.santaclaraca.gov**

5-20-2008-13-08-014U

AN EQUAL OPPORTUNITY EMPLOYER

The information contained herein is subject to change and does not constitute either an expressed or implied contract

THE CITY OF SANTA CLARA

Located in Silicon Valley, Santa Clara promotes a high quality of life and strong economic climate for a population of 114,238 residents. Within the city limits are included attractive residential and vigorous industrial areas, beautiful parks, and excellent schools.

Santa Clara is the home of Mission Santa Clara, Santa Clara University, Mission College and Paramount's Great America theme park. Santa Clara is a Charter City with a Council/Manager form of government. The city is a full service city with an annual budget of approximately \$535.5 million.

THE DEPARTMENT

The mission of the Water and Sewer Utilities Department is to provide customers with a dependable supply of safe, healthful and potable water; collect, treat and dispose of their wastewater in an efficient, cost effective and environmentally sound manner.

THE POSITION

This is a management position in the Unclassified Service. Under the general direction of the Director of Water and Sewer Utilities, the Assistant Director will be assigned the responsibility to oversee/supervise one or more of the divisions in the City's Water, Wastewater, Recycled Water and Solar Utilities; exercises independent judgment and discretion; manages employees; formulates administrative policies for the effective use of assigned staff; and acts in the capacity of the Director of Water and Sewer Utilities in his/her absence.

As a member of the City's Unclassified Service, this is an "at will" position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

EDUCATION AND EXPERIENCE

- Education and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in engineering or an approved related field, and
- Four (4) years of increasingly responsible experience in the water, wastewater, recycled water and/or solar utility industries, at least one year of which shall have included management and supervision of professional and paraprofessional staff.
- An advanced degree in engineering, management, business or public administration is desirable.

REGISTRATION/CERTIFICATION

- Possession of a Water Distribution Operator's Certificate D5 issued by the California Department of Public Health is desirable.
- Possession of a Grade 3 Wastewater Collection System Maintenance Certificate issued by the California Water Environment Association is desirable.
- Registration as a Civil Engineer by the California State Board of Registration for Professional Engineers is desirable.

LICENSE

Possession of a valid California Class C driver's license is required at time of application and for the duration of employment.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles, practices and methods as applied to the planning, design, construction, operations and maintenance of municipal water, wastewater, recycled water and solar energy systems;
- Pertinent Federal, State and local laws, codes and ordinances (e.g. Federal Clean Water Act, OSHA, DOT, California Title 22 water and recycled water requirements, etc.);
- Principles and practices of human resources and public administration;
- Principles and practices of municipal labor relations;
- Effective leadership, organization and management principles and practices;
- Principles of management, supervision, training and performance evaluation;
- Office safety practices, procedures and standards;
- Complex spreadsheets and database applications;
- Preparation and administration of contracts and fiscal planning;
- Problem solving and conflict resolution practices and techniques; and
- Principles and practices of budgeting, communications, information technology, project management, performance standards, records management and the use of resources to achieve outcomes and expectations.

Ability to:

- Provide leadership and management in the department through coaching, enabling and facilitating employees working in a team environment;
- Plan, organize, direct, and coordinate organization activities and effectively manage the work of others in order to operate the Water Engineering Division, which operates seven days a week, including nights and weekends;
- Creating a culture that is conducive to change and that is able to select, recruit retain, develop and motivate a skilled and talented workforce where everyone knows their mission, role and job;

- Establish clear goals and objectives in order to create an organization that delivers excellent customer service through ethical leadership standards, establishes an atmosphere of respect for employees consistent with the City's Code of Ethics and Values;
- Build constructive relationships by promoting and developing effective partnerships with other departments, employees, City bargaining units, citizens, businesses and other groups;
- Represent and speak for the department and its work, e.g., presenting, explaining, promoting, defining, and negotiating to those within and outside the department by making clear and convincing oral presentations to individuals and groups, by listening effectively and clarifying information and by facilitating an open exchange of ideas;
- Prepare clear, complete, accurate, concise and logical written and oral reports;
- Effectively handle multiple priorities, organize workload for self and others, and meet strict deadlines;
- Communicate a strong positive vision of the future of the Water & Sewer Utilities Department;
- Exercise good judgment in structuring and organizing work and setting priorities, balancing the interests of the City and constituents, and readily readjusting priorities to respond to current and future needs;
- Ensure compliance with regulatory, code and other legal requirements;
- Work effectively as a member of the department's management team to achieve common goals and be able to deliver excellent customer service to both internal and external City clients;
- Identify, research and gather relevant information from variety of sources;
- Prepare and present clear, complete, accurate, concise and logical written and oral reports;
- Develop creative and practical solutions to complex and difficult problems;
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, lift or any other physical requirement as necessitated by the position to perform assigned duties.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general direction:

- Plans, develops, and manages the activities of the Water, Wastewater, Recycled Water, and Solar Utilities of the City of Santa Clara;
- Plans, organizes, and manages water, wastewater, recycled water and solar engineering projects from the preliminary design stage to the completion of construction and installation;
- Coordinates departmental activities with other City

departments, governmental entities, contractors, developers, water suppliers, wastewater treatment facilities, joint powers authorities, and the department's customers;

- Works with departmental and other City staff in: planning utility improvements, deploying staff and resources, solving organizational and human resources problems, setting rates, securing financing for projects, administering revenue bonds and other debt arrangements, ensuring regulatory compliance, preparing reports on departmental activities, and reviewing and recommending positions on Federal and State legislation;
- Prepares, submits, and manages the annual Capital and Operating budgets for the Water & Sewer Divisions within the guidelines provided;
- Plans, prepares, and administers Capital Budget projects;
- Prepares, awards, and administers contracts and agreements as required;
- May be required to make presentations to the City Council and other City boards and commissions and represents the department and/or the City in front of a variety of outside groups;
- Recommends for selection and termination, trains and assigns staff, assigns, coordinates and reviews work of staff;
- Performs specialized technical studies and investigations;
- Prepares complete and comprehensive reports and makes recommendations on departmental problems;
- Confers with and assists the Director of Water and Sewer Utilities in the development of departmental long-range plans, goals and objectives;
- Responds directly, or delegates responses when appropriate, to customer inquiries;
- Assists in the preparation of the department operating and capital improvement budgets;
- May act as the Director of Water & Sewer Utilities in his/her absence; and
- Performs other related work as assigned.

SUPERVISION RECEIVED

Works under the general direction of the Director of Water and Sewer Utilities or other manager as assigned.

SUPERVISION EXERCISED

Manages professional, paraprofessional, administrative and other staff as assigned.

OTHER REQUIREMENTS

Must be able to perform all of the essential functions of the job.

SPECIAL CONDITIONS

May be required to work unusual hours, including evenings and weekends, and to be available on an on-call basis.

CONFLICT OF INTEREST

The incumbent in this classification is required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager Directive 100.